

## Health and Safety Information

This document gives health and safety arrangements at the National Coal Mining Museum for England.

### Risk assessment document

We do recommend that group leaders conduct their own risk assessments. However, we have produced a risk assessment advice document for your reference, which can be downloaded from our website. ([hyperlink to risk assessment](#))

### Fire/Emergency evacuation

On arrival at the Museum, please familiarise yourself with the nearest fire escapes and fire assembly points. The assembly points are signposted on the site map. The Reception staff will also be able to help you with this.

In the event of a fire alarm:

- Follow the instructions of a member of staff if applicable.
- Leave all belongings and equipment where they are.
- Do not attempt to fight the fire.
- Make your way in an orderly manner outside through the fire escapes.
- If possible, raise the alarm whilst moving to the assembly point.
- Congregate at the correct assembly point but use common sense if the fire is near to a assembly point (see site map).
- Take a register of your group members and inform the fire brigade/member of staff if there is anyone missing. **It is very important that each group leader has a list of the names of the individuals in their party to allow a roll-call to be taken.**
- Wait for the fire brigade to give permission before re-entering building.

Your first point of contact will be the person who has led your group out of the building or any other member of staff.

### Insurance

The Museum has in place and maintains insurance cover in respect of public and product liability.

**Behaviour**

Please refer to the Museum's code of conduct for school visits ([insert hyperlink](#)). Effective supervision will reduce risks to your students from inappropriate or dangerous behaviour. Please note that the Mining Guide reserves the right to return to the surface with a group if there are signs of dangerous behaviour. Please inform us if your group has specific behavioural needs.

**Accidents and first aid**

All accidents should be reported to Reception where appropriate action can be taken. There are trained first aiders on site and a dedicated first aid room.

**Vehicles**

There are times when there can be moving vehicles and contractors on site. Please use pedestrian crossings on site and warn your pupils to exercise the same care as if in a public area.

**Adventure playground/train rides/nature trail**

It is essential that effective supervision is in place in these areas and that pupils behave in a sensible and responsible manner.

**Pit ponies**

Please note that animals can be unpredictable. We request that the pit ponies are not petted or fed.